I. **CALL TO ORDER REGULAR MEETING**

On Tuesday, May 22, 2007, at 7:00 p.m. Chairperson Robert Boyer called to order the regular session.

II. **STATEMENT OF ADEQUATE NOTICE**

In compliance with the “Open Public Meetings Act” of the state of New Jersey, adequate notice of this regular meeting of the Atlantic Cape Community College Board of Trustees was provided by posting at “J” Building, main campus; the Charles D. Worthington Atlantic City Campus; the Cape May County Campus and copies were mailed to the clerks of the Board of Chosen Freeholders of Atlantic and Cape May counties on, May 11, 2007.

III. **FLAG SALUTE**

Chairperson Boyer asked everyone to rise and salute the flag. Everyone rose, saluted the flag, and recited the Pledge of Allegiance.

IV. **ROLL CALL**

<table>
<thead>
<tr>
<th>College Personnel</th>
<th>Others in Attendance</th>
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<tbody>
<tr>
<td>Lynn G. Baumgardner</td>
<td>George Boileau, Atlantic County Treasurer</td>
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<tr>
<td>Robert J. Boyer</td>
<td>Carole Dieterly, ACCC student</td>
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<td>Dr. Elizabeth A Dworsky</td>
<td>Rachel Dieterly, ACCC student</td>
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<td>David A. Evans</td>
<td>Ken &amp; Diane Dieterly</td>
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<td>Brian G. Lefke</td>
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<td>Mary B. Long</td>
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<td>Andrew W. Melchiorre</td>
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<td>Dr. Albert A. Monillas</td>
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<td>Donald J. Parker</td>
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<td>Eric Reynolds</td>
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<td>Maria Ivette Torres</td>
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<td>Helen W. Walsh</td>
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<td>Dr. Peter Mora</td>
<td>BettyAnn Inloes Hines</td>
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<td>Kathy Corbalis</td>
<td>Brittany Williams</td>
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<td>Douglas Hedges</td>
<td>Louis J. Greco, Esquire</td>
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<td>Leslie Jamison, CPA</td>
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<td>Patricia Owens</td>
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<td>Dr. Richard Perniciaro</td>
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<td>Dr. Joseph Rossi</td>
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<td>Bobby Royal</td>
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<td>Carmen Royal</td>
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<td>Terry Sampson</td>
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<td>Dr. Art Wexler</td>
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<td>BettyAnn Inloes Hines</td>
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Chairperson Boyer welcomed new Board member, Mr. Donald J. Parker, President/CEO, AtlantiCare Health Services, Ms. Carole Dieterly, Ms. Rachel Dieterly and Mr. and Mrs. Ken Dieterly.

Chairperson Boyer asked Mr. Parker if he would like to address the Board.

Mr. Parker said that he was honored to join the Board; and he was looking forward to working with them since the college and AtlantiCare have similar interests in nurses and health care workers.

Chairperson Boyer thanked Mr. Parker for his remarks.
V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Boyer announced that the executive session would be held at the end of the regular Board meeting.

VI. APPROVAL OF REGULAR AND CLOSED MEETING MINUTES ON April 24, 2007

Chairperson Boyer asked that the regular and closed session minutes of the April 24, 2007, meeting be approved if there were no changes.

Dr. Dworsky moved and Ms. Long seconded acceptance of the April 24, 2007, regular and closed session minutes.

ROLL CALL: AYES, ABSTENTIONS (Dr. Monillas, Ms. Walsh)

Chairperson Boyer stated that Dr. Mora would make a special presentation tonight.

Dr. Mora stated that he wanted to honor ACCC students Ms. Carole Dieterly and Ms. Rachel Dieterly who are sisters. After being nominated by the college, they have been selected for the All USA Academic Team which is an honor for the college, the students and their family. This award is given along with the PTK International Honor Society, USA Today and the American Association of Community Colleges. Dr. Mora acknowledged that their mother, Mrs. Diane Dieterly, is also an ACCC student.

Dr. Mora asked Ms. Carole Dieterly to come forward to receive a certificate in recognition of her appointment to the All USA Academic Team. He read Ms. Dieterly's accomplishments and honors.

Dr. Mora gave his congratulations.

Chairperson Boyer presented Ms. Dieterly with the framed certificate.

The Board applauded.

Dr. Mora asked Ms. Rachel Dieterly to come forward to receive a certificate in recognition of her appointment to the All USA Academic Team. He read Ms. Dieterly's accomplishments and honors.

Dr. Mora gave his congratulations.

Chairperson Boyer presented Ms. Dieterly with the framed certificate.

The Board applauded.

Secretary's Notes: Pictures were taken of Carole and Rachel Dieterly, Mr. and Mrs. Dieterly, Chairperson Boyer and Dr. Mora.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

Mr. Boileau stated that as a member of the public he thanks the Board for moving the executive session to the end of the meeting.
VIII. REPORTS OF COMMITTEES AND ADMINISTRATION

A. Budget, Finance & Audit Committee: The Budget, Finance and Audit Committee May 15 meeting minutes are attached.


Dr. Dworsky stated that the Preliminary Fiscal Year 2006-07 year-to-date data summarized in the Board Summary Report for the ten months ended April 30, 2007 indicate a margin of $4,265,449. The College has earned 94.45% of budgeted revenues, and expended 81.13% of budgeted expenses (which included encumbrances).

Based on three year moving average of prior year actual and Fiscal Year 2006-07 current year-to-date actual, management projects that it will not be necessary to use a fund balance transfer in Fiscal Year 2007.

Dr. Dworsky congratulated the management team and Dr. Mora for the stance they took and their immediate reaction to the reduction in state funding. She stated that the college has a nice fund balance and the Board appreciates their fiscal efforts.

Ms. Walsh asked if negotiations are incorporated in this report.

Ms. Jamison said that they have been incorporated.

Chairperson Boyer asked if there were any questions.


ROLL CALL: AYES, NO NAYS

2. Award of Bids - Dr. Dworsky asked Ms. Sampson to read Resolution #92, Award of Bids.

Ms. Sampson read and explained the resolution.

Several questions were asked about the resolution and Ms. Sampson answered them to the satisfaction of the Board.

Dr. Monillas moved and Ms. Long seconded the following:

It is respectfully recommended that the Board of Trustees approve the following:

Bid 1668  Chiller Maintenance, 5 years, Facilities Management (FY’07 – FY’12)  $199,406.00

Carrier Corporation
Fairfield, NJ
Dr. Dworsky read and moved and Mr. Reynolds seconded the following:

WHEREAS, the New Jersey Department of Education is accepting applications for the FY08 Perkins Grant One-Year Spending Plan that focuses on the federal and state investment in strengthening career and technical education programs, and

WHEREAS, the college is proposing:
- To strengthen academic and technical skills;
- To provide students with a strong experience in technology in career and technical education programs;
- To develop and expand the use of technology in career and technical education programs; and
- To provide professional development programs for teachers, counselors, and administrators, and

WHEREAS, the benefit to the college will be to initiate, improve, expand, and modernize quality career and technical education programs (see attached), and

WHEREAS, the amount of the grant is $525,213 for one year from July 1, 2007 through June 30, 2008.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the New Jersey Department of Education FY08 Perkins Grant from July 1, 2007 through June 30, 2008, for an amount of $525,213.

Mr. Melchiorre asked what was the match.

Dr. Mora said that the match was an in-kind of faculty and staff.

Chairperson Boyer asked if there were any other questions.

Dr. Monillas moved and Ms. Long seconded the following:

WHEREAS, under New Jersey Community College Contract Law a contract for bookstore operations may be negotiated or awarded without public advertising for bids College Administration elected to put Follett Higher Education Group on notice on March 8, 2007 and seek competitive proposals from alternate viable bookstore service providers; and

WHEREAS, the College Bookstore Advisory Committee formed in 2006 for the purpose of acting as a guiding voice for students, faculty and staff proactively addressing scheduling, pricing and management issues, reviewed and approved the Bookstore RFP prepared by Business Services in March, 2007 (Bookstore Advisory Membership, Attachment 1); and

WHEREAS, on April 2, 2007 RFP’s were sent to Barnes & Noble College Booksellers Inc, Follett Higher Education Group and Validis Resources, all three competitors attended a Pre-proposal Conference Meeting held at Atlantic Cape Community College on April 16th, 2007; and

WHEREAS, on May 1, 2007 all competitors submitted proposals addressing award criteria; and

WHEREAS, the Bookstore Advisory Board reviewed the proposal evaluation prepared by Business Services based upon the Contract Award Criteria outlined in RFP, (Attachment 2) and agreed that the proposal submitted by Follett Higher Education Group overall provided the best package that served the interest of the College and students; and
WHEREAS, Follett Higher Education Group has offered to manage bookstore services for a term of 5 years, from July 1, 2007 to June 30, 2012, compensation the higher of an annual guarantee commission of $350,000 per year or 11.6% of sales up to 2.5MM, 12.6% of sales from 2.5MM to 5MM, (Attachment 3); and

WHEREAS, Follett Higher Education Group is providing Atlantic Cape Community College with a one time contribution of $150,000; and

WHEREAS, Follett Higher Education Group will annually provide $25,000 in textbook scholarships an increase of $20,000 over current contract; and

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community Colleges authorizes the Executive Director of Administration and Business Services, to enter into a contract (pending review by College Attorney) with Follett Higher Education Group as described herein.

ROLL CALL:  AYES, NO NAYS

Dr. Dworsky explained and moved and Ms. Long seconded the following:

WHEREAS, the New Jersey State Council on the Arts is soliciting continuation of funding for the Space Bank Project, and

WHEREAS, ACCC will support an online database for a variety of arts uses, and

WHEREAS, ACCC will host a website, provide technical support and maintain a database for facilities in southern New Jersey to upload their information (see attached), and

WHEREAS, the amount of the proposed contract is $18,000 for 2007/2008 from July 1, 2007 through June 30, 2008.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for a grant with the New Jersey State Council on the Arts for $18,000 from July 1, 2007, through June 30, 2008.

Chairperson Boyer asked if there was any discussion.

Ms. Walsh asked how organizations will know the services are available.

Dean Wexler stated that information is promoted through the New Jersey Council of the Arts there is a network of participants and the site is mentioned.

ROLL CALL:  AYES, ONE ABSTENTION (Dr. Monillas)

Dr. Dworsky explained and moved and Dr. Monillas seconded the following:

WHEREAS, under terms of Atlantic Cape Community College’s subcontract with IBM Corporation through the United States Department of the Army distance education program known as eArmyU, a schedule of tuition rate increases was established, and

WHEREAS, the subcontract agreement requires a “Fixed Price Per Semester Hour” increase from $101 to $106, effective July 1, 2007, and

WHEREAS, each student in the eArmyU program is awarded a stipend of $4,500 from the Army for participation in the program, and the tuition is paid directly to the college by the Army through IBM Corporation as a debit from that stipend.

THEREFORE BE IT RESOLVED, upon the recommendation of the president, that the Board approve an eArmyU tuition rate of $106 per credit, effective July 1, 2007.
Chairperson Boyer asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

B. **Academic & Student Affairs Committee**: Mr. Reynolds read the attached May 16 Academic and Student Affairs Committee meeting minutes.

Mr. Evans read Resolution #96 and moved and Mr. Reynolds seconded the following:

WHEREAS, over the past several years there has been a noticeable decline in enrollment for the Microcomputer Technologies Option, Computer Systems Support, Associate in Applied Science Degree, and

WHEREAS, due to offerings of certificates by other institutions, including non-credit, this program will continue to decline, and

WHEREAS, the Curriculum Committee has considered and approved dropping this program on April 26, 2007.

THEREFORE BE IT RESOLVED that the Board of Trustees approve dropping the Microcomputer Technologies Option, Computer Systems Support, Associate in Applied Science Degree, effective Fall 2007.

Chairperson Boyer asked if there was any discussion.

Ms. Walsh asked if there were any students in this option that would be impacted.

Dean Wexler stated that we are grandfathering the existing students and next year will be the last of the students. There are no more than seven students currently enrolled. Dr. Wexler said, “Only the option is being dropped, not the whole program.”

Dr. Mora said that this is a routine strategy, and we are looking at sunset programs.

ROLL CALL: AYES, NO NAYS

Ms. Long explained and moved and Mr. Reynolds seconded the following:

WHEREAS, over the past several years there has been a noticeable decline in enrollment for the Travel and Tourism Option, Hospitality Management, Associate in Applied Science Degree, and

WHEREAS, the Curriculum Committee has considered and approved dropping this program on March 22, 2007.

THEREFORE BE IT RESOLVED that the Board of Trustees approve dropping the Travel and Tourism Option, Hospitality Management, Associate in Applied Science Degree, effective Fall 2007.

Chairperson Boyer asked if there was any discussion.

ROLL CALL: ALL AYES, NO NAYS

Chairperson Boyer thanked Mr. Reynolds for his report.

C. **Personnel Committee**: Mr. Evans read the May 14, 2007, Personnel Committee meeting minutes (see attached).
Dr. Dworsky talked about “consent agenda” under Board Development. She stated that this item will go to the committee chairs and then be discussed by the full Board.

Dr. Dworsky stated that the committee discussed a Board retreat schedule and agreed to recommend two half-day retreats per year while holding open the possibility of sharing one retreat with another community college trustee group. This item will go to the committee chairs for their input.

Mr. Evans informed the Board about the June 18 NJ Council of County Colleges (NJCCC) “Spirit Award” event and the June 21 NJCCC Trustee Conference.

Mr. Evans read Resolution #91 and moved and Ms. Walsh seconded the following:

It is respectfully recommended, by the President, that the Board approve the following:

Appointment

Yadira Estrada, Program Assistant, Admissions Office, effective May 23, 2007, at an annual salary of $24,845.

Resignations


Melisa Rousseau, Assistant Professor of English, effective June 30, 2007.

ROLL CALL: AYES, NO NAYS

D. ACCC Foundation Committee: Dr. Monillas read the ACCC Foundation Board Report for May 22, 2007 (see attached).

E. Diversity and Equity Committee: Ms. Baumgardner gave highlights of the May 17, 2007, Diversity and Equity Committee Executive Summary.

Chairperson Boyer thanked Ms. Baumgardner for her report.

F. Long-Range Planning & Capital Projects Committee: Mr. Lefke asked Dean Perniciaro to give an update of the Long-Range Planning and Capital Projects Committee.

Dean Perniciaro gave the Board an update of the Long-Range Planning and Capital Projects Committee (see attached).

Dr. Mora commented on Item III of the committee’s update, the Ad Hoc Facilities Master Plan Committee visit to Cumberland County College and Ocean County College. Dr. Mora acknowledged the hospitality of both presidents, Dr. Kenneth L. Ender and Dr. Jon H. Larson respectively.
G. President’s Report: Dr. Mora stated that he had three more items to report—Institute for Service Excellence, Annual Service Awards and Best Practices Conference.

- On May 2 the Institute for Service Excellence Partners Reception and Grand Opening were held at its location in the Hamilton Mall. Dr. Mora noted that ISE courses can be offered at any site.

- Dr. Mora asked Dean Rossi to comment on the Annual Service Awards held at the Mays Landing Country Club on May 4.

  Dr. Rossi stated that the college honors retirees and employees for their years of service. He gave highlights of the event and noted that Mr. Evans attended.

  Mr. Evans gave Dean Rossi accolades on emceeing the event and also as a standup comedian. He appreciated the way Dean Rossi kept the ceremony upbeat and entertaining.

  Dean Rossi thanked Mr. Evans for his remarks.

- Dr. Mora spoke about the college’s participation at the “Best Practices Conference” held at Cumberland County College on April 26 and 27. This is a statewide initiative of the 19 county colleges developed by the New Jersey Council of County Colleges.

IX. COMMENTS FROM THE PUBLIC

  None

X. OTHER BUSINESS

  Ms. Torres thanked Dean Owens for the May 17 continuing education seminar for seniors. She said that the PowerPoint presentation was excellent.

  Ms. Walsh noted that months back the Board approved the Atlantic Cape Safe Youth Partnership grant with The Richard Stockton College of NJ to support the nonprofit community. She was asked to be on the advisory committee and attended the kickoff which was held two weeks ago. She stated that she was impressed with Dean Perniciaro’s well informed remarks at the May 4th kickoff workshop. Ms. Walsh said, “This is an impressive grant to help nonprofit agencies build organizational confidence and develop skills to stay in business. Everything came together and it was done at a high level of professionalism.”

  The Board thanked Ms. Walsh for her feedback.

  Mr. Melchiorre stated that he was concerned about the two academic programs that were being dropped. He noted that the policy that is in place for review is sufficient. However, he felt the Board should receive a paragraph of explanation for dropping a program.

  Dr. Mora said that the Curriculum Committee will develop a summary sheet and send a copy to the Academic and Student Affairs Committee.
Chairperson Boyer noted that there was one more official line of business. He asked Dr. Monillas to come forward since he will be leaving the Board next month. Chairperson Boyer read the plaque honoring Dr. Monillas for his years of service on the Board and congratulated him.

The Board applauded.

Dr. Monillas thanked everyone.

**Secretary's Note:** Chairperson Boyer wanted it noted that he received thank you messages from Professor Gerri Black and Ms. Donna Leeds, ACCC employee.

Professor Gerri Black thanked the Board for her invitation last month to the Board meeting and dinner and appreciated receiving a “lovely” plaque which she will hang in her office.

Ms. Leeds and her family thanked the Board for the dish garden in sympathy.

XI. **MOTION FOR EXECUTIVE SESSION PRIOR TO REGULAR MEETING ON JUNE 26, 2007**

The following resolution was introduced by Ms. Baumgardner and seconded by Mr. Reynolds.

RESOLVED: At a public meeting of the Board of Trustees to be held on June 26, 2007, that pursuant to Section 7 and 8 of the “Open Public Meetings Act,” the following subject(s) may be discussed in an executive session of the Board of Trustees closed to the public:

- personnel and litigation

It is presently anticipated that the items in this resolution can be disclosed to the public within three months.

**ROLL CALL:** ALL AYES, NO NAYS

XII. **ADJOURNMENT**

On motion of Ms. Baumgardner and second by Ms. Walsh, the regular session was adjourned at 7:55 p.m. in the Board Room, J-202, ACCC main campus, Mays Landing, NJ.

**Secretary's Note:** At 7:56 p.m. Chairperson Boyer called for an executive session. Counsel Greco stated that no action would be taken at the meeting. The public and college employees left the meeting except for Mr. Greco and Dr. Mora.

XIII. **CALL TO ORDER EXECUTIVE SESSION**

An executive session was called to order at 7:56 p.m. by Chairperson Boyer.

**Secretary's Note:** The executive session adjourned at 8:30 p.m.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary